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PEO ENTERPRISE INFORMATION SYSTEMS

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CHESS
COMPUTER HARDWARE,
ENTERPRISE SOFTWARE AND SOLUTIONS

HARDWARE/SOFTWARE
Request for Quote (RFQ) Tutorial

RFQ

May 2015

Introduction

- This briefing will introduce the Request for Quote (RFQ) process
- Requests for Quotes (RFQs) must be created by using the CHESS IT e-mart https://chess.army.mil
- You will learn:
  - CHESS IT e-mart Registration
  - How to create and submit an RFQ
  - How to create a draft RFQ
  - How to manage your RFQs
    - Amending an RFQ
    - Canceling an RFQ
    - Transferring an RFQ
  - How to view RFQ responses from Vendors
  - How vendors view RFQs from Requestors
  - How to print an RFQ
  - How to transfer an RFQ into a Statement of Non-Availability (SoNA)

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CAUTION

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Please NOTE:

- The RFQ process runs best in Internet Explorer 9 or 10, Firefox, and Google Chrome.

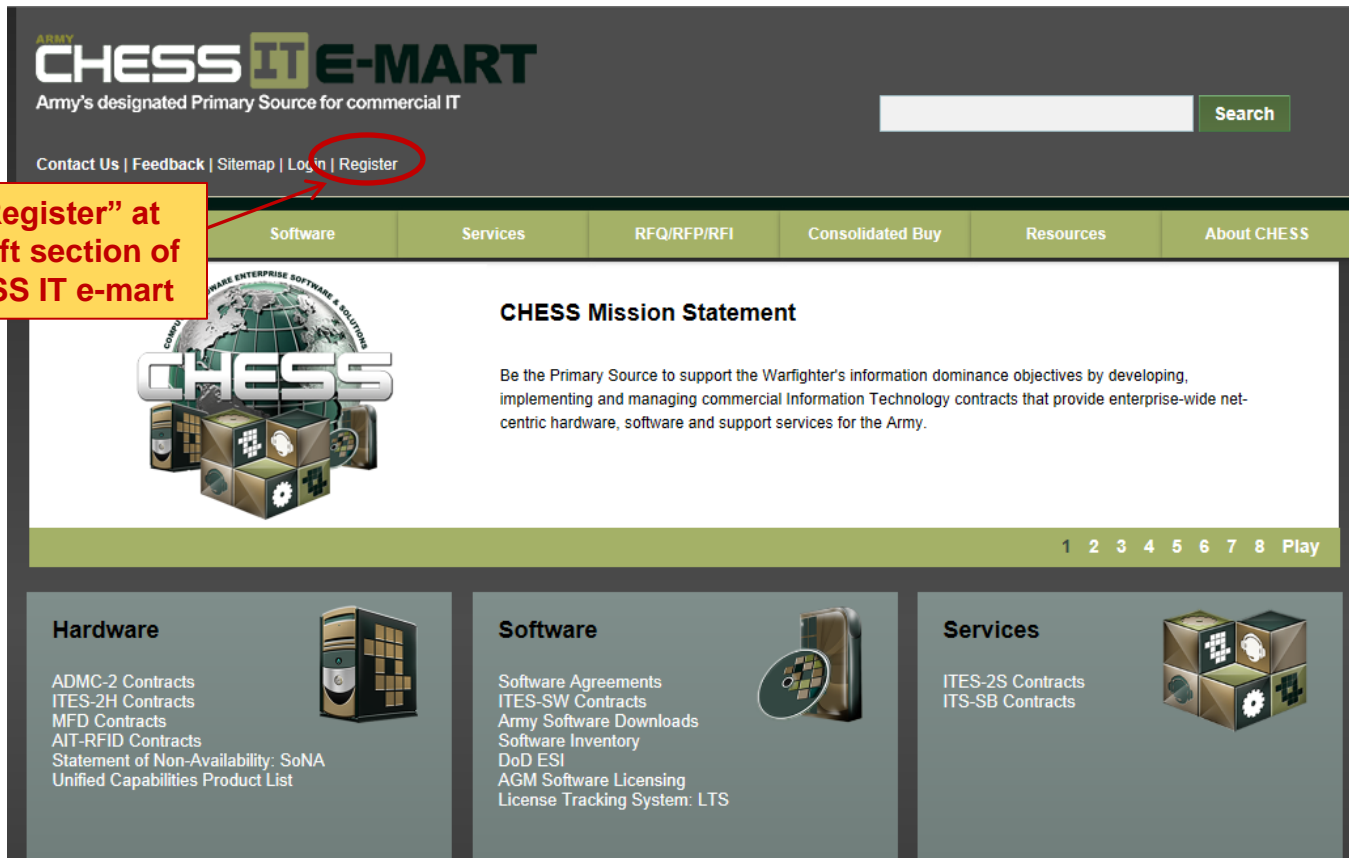- Note: Make sure your Internet Explorer settings are NOT in Compatibility View

Not Recommended

mozilla **Firefox**®   Internet Explorer 9   Internet Explorer 10   Google Chrome

Windows® Internet Explorer 8

The RFQ Process

Step 1 - Register

- If you do not have an account with the CHESS IT e-mart you must first register in order to gain access to the RFI Manager.

Click "Register" at the top left section of the CHESS IT e-mart

Step 2 – Create an Account

Account Instructions

Use the form below to create a new account. Without an enterprise e-mail address, you will not be able to utilize the CAC logon functionality. If you have an enterprise e-mail address, please register with that address.
Passwords are required to be a minimum of 15 characters in length. In addition, each password must contain:

- 2 uppercase letters
- 2 lowercase letters
- 2 numbers
- 2 special characters

New Account

Title/Rank:		Job Description:
First Name:		Last Name:
Email:		
Password:	None	
Confirm Password:	None	
Address 1:		Address 2:
City:		State:
Zip:	-	Commercial Phone: ext.
DSN Phone:		Fax Number:
Service Or Agency:		
Major Command:		

Register

Fill out the form using a mail.mil account for your email address and select "Register"

Step 3 - Access the RFQ Manager

CHESS IT E-MART
Army's designated Primary Source for commercial IT

Welcome: Kimberly Crozier
Last Login: Tue, 07 Apr 2015 15:00:57 GMT

Search

Contact Us | Feedback | Sitemap | My Account | Logout | Web Request | License Tracker

Create Web Request

Hardware | Software | Services | **RFQ/RFP/RFI** | Consolidated Buy | Resources | About CHESS

Click on "RFQ/RFP/RFI" on the Main Menu

CHESS Mission Statement

Be the Primary Source to support the Warfighter's information dominance objectives by developing, implementing and managing commercial Information Technology contracts that provide enterprise-wide net-centric hardware, software and support services for the Army.
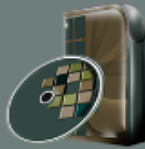
1 2 3 4 5 Stop

Hardware
ADMC-2 Contracts
ITES-2H Contracts
MFD Contracts
AIT-RFID Contracts
Request for Quote: RFQ
Statement of Non-Availability: SoNA
Unified Capabilities Product List
Request for Information: RFI

Software
Software Agreements
Army Software Downloads
Software Inventory
DoD ESI
AGM Software Licensing
License Tracking System: LTS

Services
ITES-2S Contracts
ITS-SB Contracts
Request for Proposal: RFP
Request for Information: RFI

https://chess.army.mil

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Step 4 - Log into the CHESS IT e-mart

ARMY CHESS IT E-MART
Army's designated Primary Source for commercial IT

Contact Us | Feedback | Sitemap | Login | Register

Account >

| Hardware | Software | Services | RFQ/RFP/RFI | Consolidated Buy | Resou |

You will need to log in to access the RFQ process.

After logging in you will be returned to the home page – click on the RFQ/RFP/RFI link again.

Login

Please enter your user name and password.

Email Address:

Password:

Recover Password

Username and Password Log in Screen

ARMY CHESS IT E-MART
Army's designated Primary Source for commercial IT

Contact Us | Feedback | Sitemap | Login | Register

Account > Account >

| Hardware | Software | Services | RFQ/RFP/RFI | Consolidated Buy | Resources | About CHESS |

Search

Login

Account E-mail: kimberly.k.crozier.ctr@mail.mil

Ignore certificate ☐

Recover Password

Register if you don't have an account.

Login

Login

CAC Log in Screen

Step 5 - Create a New RFQ

You will automatically be defaulted to the RFQ Index page. Click the "Create" button to continue.

Step 6 - Select a Category

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Create Request For Quote

(Select the desired status to the left, search is on currently selected status.)

RFI - Information   **RFQ - Hardware\Software**   **RFP - Services**   **Create**   **Transfer**

Save As Draft

Product Category:

Teleconferencing ▼

Program

ITES-2H ▼

Vendors

W91QUZ-07-D-0006 : Dell
W91QUZ-07-D-0007 : IBM
W91QUZ-07-D-0008 : Unicom
W91QUZ-07-D-0009 : CDW-G
W91QUZ-07-D-0010 : Iron Bow
W91QUZ-07-D-0011 : World Wide Technology

Clear   **Select All**

Note: You must select either one or all.

> Select a product category and program from the drop down menus.

Step 7 - Select Vendors

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Create Request For Quote

(Select the desired status to the left, search is on currently selected status.)

RFI - Information	RFQ - Hardware\Software	RFP - Services		Create	Transfer

Save As Draft

Product Category:

| Teleconferencing ▼ |

Program

| ITES-2H ▼ |

Vendors

```
W91QUZ-07-D-0006 : Dell
W91QUZ-07-D-0007 : IBM
W91QUZ-07-D-0008 : Unicom
W91QUZ-07-D-0009 : CDW-G
W91QUZ-07-D-0010 : Iron Bow
W91QUZ-07-D-0011 : World Wide Technology
```

| Clear | **Select All** |

Note: You must select either one or all.

Select all vendors unless the requirement meets one of the exceptions as defined in FAR 16.505 (b) or DFARS 216.505-70.

Step 8 - Enter Requirement

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Request Name

(1) Name the RFQ

Description

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

(2) Enter requirement and contact information
(Type or cut & paste into the block)

Characters left: 8000

Notice: Please ensure uploaded attachments DO NOT contain vendor proprietary information (competitor pricing, discounts, etc.). This is unfair c
Instances of this will be reported to the CHESS Product Leader (PL).

Attachments

Only the following file types will be accepted:
- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

	Browse...	Clear
(3) Attach up to 5 documents (up to 5MB per file)	Browse...	Clear
	Browse...	Clear
	Browse...	Clear

NOTE: Please DO NOT add an attachment with other vendor pricing!

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote.

NOTE: You are limited to 4,000 characters. Use the file attachment feature below if you need more space.

Step 9 - Dates

Dates

Acknowledge Expected Date (Date the vendor is expected to look at the customer requirement as per the Base Agreement)
4/20/2015

Response Expected Date (Date the vendor is expected to respond back to your requirement as per the Base Agreement)
4/23/2015

Customer Required By Date (Date that you need to have a response back from the vendor)

4/23/2015

Apr ▼	2015 ▼						May 2015

Apr 2015

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2015

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Today | Done

the vendor.

Characters left: 4000

Include Contact Information   False ▼
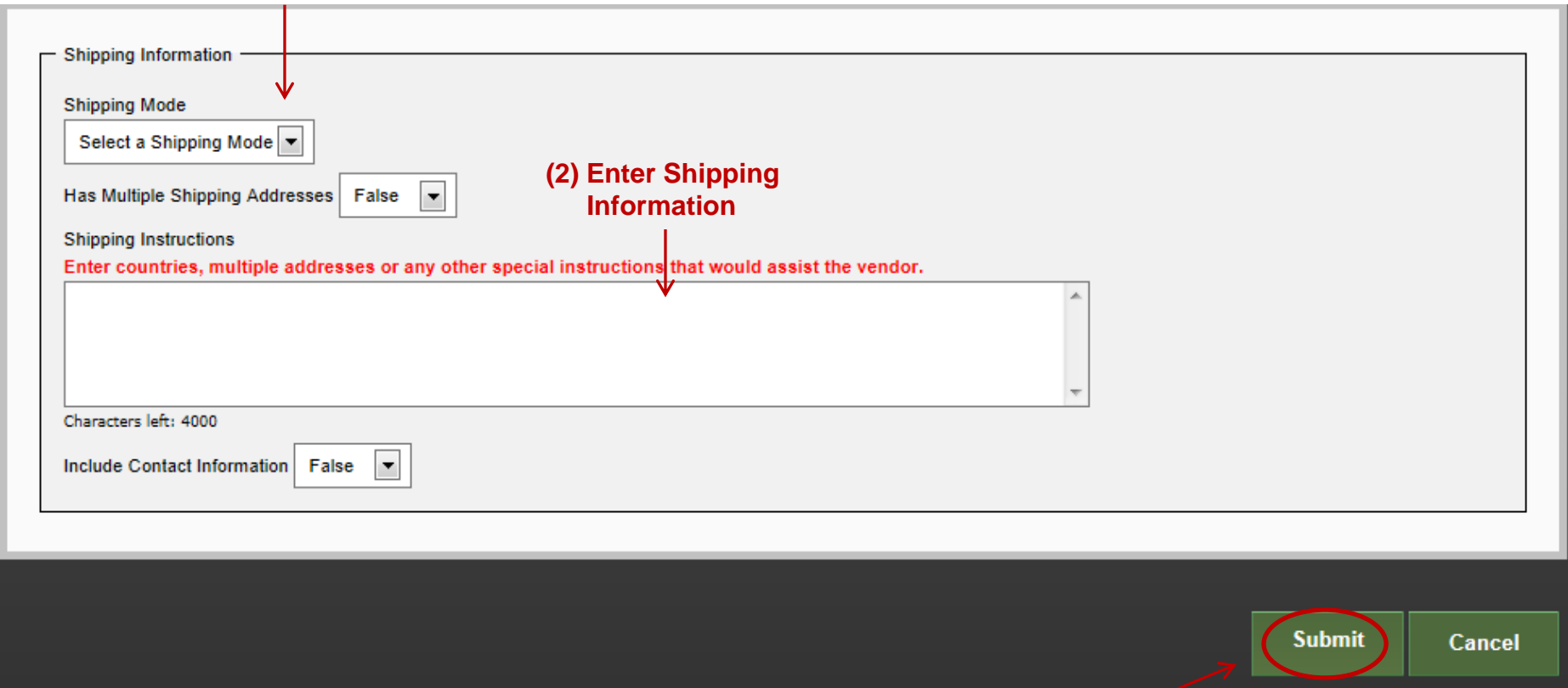
To alter the "Customer Required By Date" date click on the date. Dates can not equal current date.

Date Time Frames
Acknowledge Expected Date: 2 Days
Response Expected Date: 5 Days
Due Date: 5 Days
(Time frame is in business days and does not include holidays)

NOTE: The "Customer Required By Date" can be altered but we ask you follow the time frame when applicable.

Step 10 - Enter Shipping Info & Submit Completed RFQ

(1) Select CONUS or OCONUS from drop down menu

Shipping Information

Shipping Mode

Select a Shipping Mode ▼

Has Multiple Shipping Addresses False ▼

(2) Enter Shipping Information

Shipping Instructions

Enter countries, multiple addresses or any other special instructions that would assist the vendor.

Characters left: 4000

Include Contact Information False ▼

Submit   Cancel

(3) Click "Submit" to submit RFQ

View of Successfully Submitted RFQ

RFQ 122185 Created

Hardware	Software	Services	RFQ/RFP/RFI	Consolidated Buy	Resources	About CHESS

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

RFI - Information	RFQ - Hardware\Software	RFP - Services			Create	Transfer

10 ▼   Search

	Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶	122185	RFQ Test #1	2015-04-16 11:43	2015-04-23	Open	Amend | Cancel	0/6	☐

Once your RFQ is submitted your screen will look like this. A bar at the top of the page will indicate that your RFQ has been created.

NOTE: Your screen will automatically update every 90 days and auto archive outdated RFQ's

View of Successfully Submitted RFQ

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | | Create | Transfer |

10

Search

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
122185	RFQ Test #1	2015-04-16 11:43	2015-04-23	Open	Amend | Cancel	0/6	☐

Responses - 0 / 6

Version History - 1

Version Response History - 1

Click the triangle to the left to expand, view responses and version history

...mitting POC   X

	Kimberly Crozier	Email	kimberly.k.crozier.ctr@mail.mil
Phone		State	VA
		Zip Code	22060
Product ...			

For a more detailed view double click the RFQ line item you would like to expand.

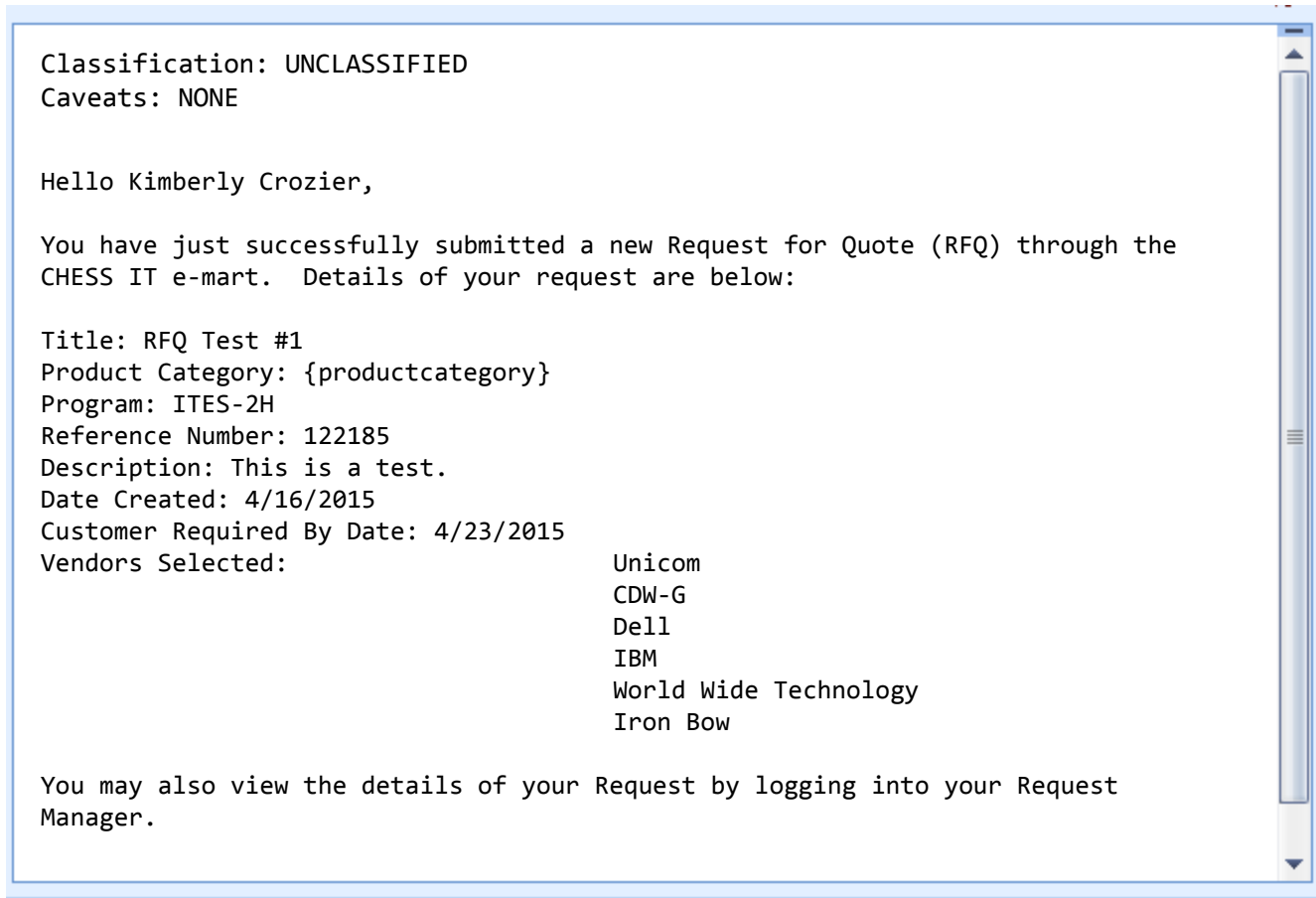**NOTE: Your screen will automatically update every 90 days and auto archive outdated RFQ's**

The RFQ Process After Submission

- The requestor and vendor will receive RFQ notifications via email from the CHESS IT e-mart
- The vendor responds to the RFQ
- The requestor receives email notifications that RFQ responses have been posted to the RFQ Manager
- The requestor logs back into the RFQ Manager to view responses

Email to Requestor

- Once your RFQ is submitted you will receive an email from the CHESS IT e-mart like the one below

```
Classification: UNCLASSIFIED
Caveats: NONE


Hello Kimberly Crozier,

You have just successfully submitted a new Request for Quote (RFQ) through the
CHESS IT e-mart.  Details of your request are below:

Title: RFQ Test #1
Product Category: {productcategory}
Program: ITES-2H
Reference Number: 122185
Description: This is a test.
Date Created: 4/16/2015
Customer Required By Date: 4/23/2015
Vendors Selected:                           Unicom
                                            CDW-G
                                            Dell
                                            IBM
                                            World Wide Technology
                                            Iron Bow


You may also view the details of your Request by logging into your Request
Manager.
```

Email to Vendor(s)

- Each vendor receives an email, which looks similar to this one, alerting them of your RFQ.

```
Classification: UNCLASSIFIED
Caveats: NONE

The CHESS IT e-mart has brought you a potential customer! By accessing the
Request for Quote (RFQ) below, you are acknowledging the receipt of the RFQ.

Please coordinate with the customer concerning their pending RFQ by logging into
your RFQ Manager.

Keep in mind that CHESS customers are awaiting your response, and your timeliness
in addressing their RFQs is greatly appreciated.

The following outlines the details of this request:

Request for Quote ID: 83822

Request for Quote Name: RFQ Test 1.0

Details: This is only a test

Thank you for using the CHESS IT e-mart system!

Please feel free to contact CHESS at: (888) 232-4405 if you have any questions.

"PLEASE NOTE THIS IS PROPRIETARY INFORMATION AND SHOULD NOT BE SHARED WITH OTHER
VENDORS."
```

Creating a Draft RFQ

New Process!

Step 1 - Save as Draft

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Create Request For Quote

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | Create | Transfer |

Save As Draft

If you are working an RFQ and are not quite ready to submit click the "Save As Draft" button.

Product Category:

Teleconferencing ▼

Program

ITES-2H ▼

Vendors

W91QUZ-07-D-0006 : Dell
W91QUZ-07-D-0007 : IBM
W91QUZ-07-D-0008 : Unicom
W91QUZ-07-D-0009 : CDW-G
W91QUZ-07-D-0010 : Iron Bow
W91QUZ-07-D-0011 : World Wide Technology

Clear | **Select All**

Note: You must select either one or all.

Step 2 - View RFQ Drafts

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

RFI - Information   **RFQ - Hardware\Software**   **RFP - Services**   **Create**   **Transfer**

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
► 122184	RFQ Test #1	2015-04-16 11:31	2015-04-23	Open	Amend | Cancel	0/6	☐
► 122180	Test	2015-04-15 10:54	2015-04-22	Open	Amend | Cancel	1/8	☐

You will automatically be defaulted to the RFQ-Hardware\Software Index page. Hover over the "RFQ-Hardware\Software" button and select "Draft" for a list of your Draft Requests.

Step 2 - View RFQ Drafts continued

List of Draft Request

(Select the desired status to the left, search is on currently selected status.)

RFI - Information	RFQ - Hardware\Software	RFP - Services			Create	Transfer

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
► 122196	RFQ Test #3	2015-04-22 11:10	2015-04-29	Draft	Edit Draft | Cancel Draft	0/6	
► 122194	zxc	2015-04-20 09:04	2015-04-27	Draft	Edit Draft | Cancel Draft	0/8	

On this page all the Drafts RFQ's you are currently working on will be listed.

Step 3 - Edit Draft

List of Draft Request

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | | Create | Transfer |

10 ▼ [   ] Search

	Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶	122196	RFQ Test #3	2015-04-22 11:10	2015-04-29	Draft	Edit Draft ‖ Cancel Draft	0/6	
▶	122194	zxc	2015-04-20 09:04	2015-04-27	Draft	Edit Draft ‖ Cancel Draft	0/8	

Select "Edit Draft" whenever you need to make changes to your RFQ.

Step 4 - Make Changes & Submit

Edit Draft RFQ

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | Create | Transfer |

You are editing the draft. This request has not been submitted yet

Save As Draft

Product Category Selected:

Teleconferencing

Please Select

Vendor(s)

W91QUZ-07-D-0006 : Dell
W91QUZ-07-D-0007 : IBM
W91QUZ-07-D-0008 : Unicom
W91QUZ-07-D-0009 : CDW-G
W91QUZ-07-D-0010 : Iron Bow
W91QUZ-07-D-0011 : World Wide Technolog

Previously selected contracts:
W91QUZ-07-D-0006 : Dell
W91QUZ-07-D-0007 : IBM
W91QUZ-07-D-0008 : Unicom
W91QUZ-07-D-0009 : CDW-G
W91QUZ-07-D-0010 : Iron Bow
W91QUZ-07-D-0011 : World Wide Technology

Clear   **Select All**

Note: You must select either one or all.

Shipping Information

Shipping Mode

CONUS

Has Multiple Shipping Addresses   False

Shipping Instructions
Enter countries, multiple addresses or any other special instructions that would assist the vendor.

This is a test.

Include Contact Information   False

Finalize / Submit   **Delete Draft**

> **Make any necessary changes to your RFQ scroll down and click "Finalize/Submit." You also have the option to "Delete Draft" as well.**

View of successfully submitted RFQ

Your request is submitted.

| Hardware | Software | Services | RFQ/RFP/RFI | Consolidated Buy | Resources | About CHESS |

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

RFI - Information   RFQ - Hardware\Software   RFP - Services   Create   Transfer

10 [▼]   [   ] **Search**

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
► 122196	RFQ Test #3	2015-04-22 11:10	2015-04-29	Open	**Amend** | **Cancel**	0/6	☐

Once your RFQ is submitted your screen will look like this. A bar at the top of the page will indicate that your RFQ has been submitted.

Amending an RFQ

Amending an RFQ

The **Amendment** feature allows you to:

- Update an RFQ at any time in the process
- Clarify the details of a requirement
- Notify vendors of updates or new deadlines

Amending an RFQ

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

RFI - Information	RFQ - Hardware\Software	RFP - Services						Create	Transfer

10 ▼ | | | | Search |

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
► 122196	RFQ Test #3	2015-04-22 11:10	2015-04-29	Open	Amend Cancel	0/6	☐

Ensure you are on the "RFQ-Hardware\Software" Index page then click the "Amend" link to the right of your RFQ.

Amending an RFQ

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | Create | Transfer |

Product Category:

Teleconferencing

Program:

ITES-2H

Contracts: W91QUZ-07-D-0006 - Dell

W91QUZ-07-D-0007 - IBM

W91QUZ-07-D-0008 - Unicom

W91QUZ-07-D-0009 - CDW-G

W91QUZ-07-D-0010 - Iron Bow

W91QUZ-07-D-0011 - World Wide Technology

Request Name

RFQ Test #3

Description

Enter the details of your request. Provide a quantity for each product. Include sufficient information/details about your requirement so that the vendor can provide you with an accurate quote. Include POC information if there is someone the vendors can call/email if there are questions about the requirement. NOTE: You are limited to 4000 characters. Use the file attachment feature below if you need more space

This is a test.

Update information in the Description field as required.

Amending an RFQ

Notice: Please ensure uploaded attachments DO NOT contain vendor proprietary information (competitor pricing, discounts, etc.). This is unfair competition. Instances of this will be reported to the CHESS Product Leader (PL).

Attachments

Only the following file types will be accepted:
- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)

a maximum file size of 5 megabytes (MB) per file.

| | Browse... |
| Browse... |
| Browse... |
| Browse... |
| Browse... |

This allows you to attach new files. *NOTE: Your original files are still attached. Only add additional attachments if those files need to be updated or a new file is to be submitted .

Dates

Acknowledge Expected Date (Date the vendor is expected to look at the customer requirement as per the Base Agreement)
4/24/2015

Response Expected Date (Date the vendor is expected to respond back to your requirement as per the Base Agreement)
4/27/2015

Customer Required By Date (Date that you need to have a response back from the vendor)

4/29/2015

You may attach up to 5 files of 5MB each.
(The system accommodates Word, Excel, PDF, TIF, and WinZip files)

Amending an RFQ

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | | Create | Transfer |

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 122196	RFQ Test #3	2015-04-22 11:10	2015-04-29	Open	Amend | Cancel	0/6	☐

Once your RFQ is amended your screen will look like this.

NOTE: The Status column will not change for the RFQ you recently amended.

Canceling an RFQ

Canceling an RFQ

The **Cancel** feature allows you to:

- Cancel an RFQ at any time in the process
- Notify vendors of updates and the cancellation of an RFQ

Cancelling an RFQ

Request For Quote

(Select the desired status to the left, search is on currently selected status.)
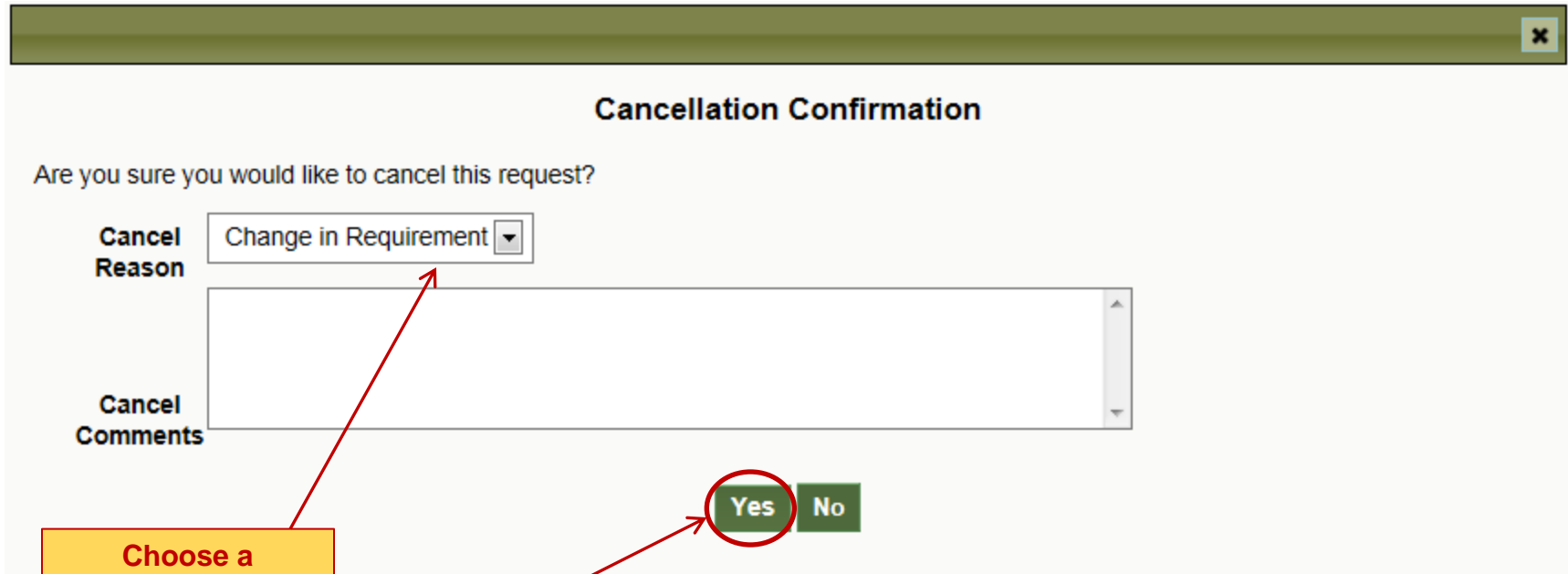
| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | | | Create | Transfer |

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
► 122196	RFQ Test #3	2015-04-22 11:10	2015-04-29	Open	Amend Cancel	0/6	☐

Ensure you are on the "RFQ-Hardware\Software" Index page then click the "Cancel" link to the right of your RFQ.

Canceling an RFQ

Cancellation Confirmation

Are you sure you would like to cancel this request?

Cancel Reason [Change in Requirement ▾]

Cancel Comments [   ]

[Yes] [No]

Choose a Cancel Reason from the drop down menu and then click "Yes" to submit.

NOTE: Once you select "Yes" you will not be able to edit your RFQ. It will be cancelled.

Canceling an RFQ

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

RFI - Information	RFQ - Hardware\Software	RFP - Services		Create	Transfer

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
► 122185	RFQ Test #1	2015-04-16 11:43	2015-04-23	Cancelled		0/6	

NOTE: Once the RFQ is cancelled you will have to submit a new RFQ if you have a new requirement.

Once your RFQ is cancelled the Status column will change to "Cancelled"

Transferring an RFQ

Transferring an RFQ

The **Transfer** feature allows you to:

- Transfer an RFQ at any time in the process to another user
- User is able to transfer multiple RFQ's at once to another user
- The person who submitted or anyone with administrative authority may transfer/reassign the RFQ

How a Requestor Transfers an RFQ

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | | Create | Transfer |

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 122196	RFQ Test #3	2015-04-22 11:10	2015-04-29	Open	Amend | Cancel	0/6	☑
▶ 122184	RFQ Test #1	2015-04-16 11:31	2015-04-23	Open	Amend | Cancel	0/6	☐
▶ 122180	Test	2015-04-15 10:54	2015-04-22	Open	Amend | Cancel	1/8	☐

Ensure you are on the "RFQ-Hardware" Index page click the checkbox under the Transfer column found to the right of your RFQ and then click "Transfer."

NOTE: If you click on multiple checkboxes you will be able to transfer multiple RFQ's to one person.

How a Requestor Transfers an RFQ

Once you start typing this field will auto populate with a list of users pertinent to your search.

Transfer Request

Transfer to

User: Yates, Chris (chris.yates@us.army.mil)

Save   Cancel

Submit contact information about end user. This information is maintained by CHESS, but not shared with vendors.

Then click "Save" to Transfer the RFQ.

How a Requestor Transfers an RFQ

Requests Transferred to Yates, Chris (chris.yates@us.army.mil)

| Hardware | Software | Services | RFQ/RFP/RFI | Consolidated Buy | Resources | About CHESS |

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

RFI - Information   RFQ - Hardware\Software   RFP - Services   Create   Transfer

10 ▼   [Search field]   **Search**

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▶ 122196	RFQ Test #3	2015-04-22 11:10	2015-04-29	Open	Amend | Cancel	0/6	☐

Once your RFQ is Transferred your screen will look like this. A bar at top of the page will indicate that your RFQ has been transferred.

NOTE: The RFQ that was transferred will no longer appear in your list of RFQ's.

Vendor View
of
RFQ Responses

Vendor View of RFQ Response

Once Vendors log in, they will see a screen that looks like this.

In order to respond to a particular RFQ, the Vendor must click the "Respond" link to the right of the RFQ.

Vendor Responds to an RFQ

Response

Response Comment

Characters left: 4000

Quote Total

A Vendor uses an online form to submit a response, (bid or "no bid"), but will submit proposal documents via the Attachments tool to the RFQ requestor.

Attachments

Only the following file types will be accepted:
- Adobe Acrobat PDF (.pdf)
- Excel (.xls & .xlsx)
- TIFF Files (.tif)
- WinZip Files (.zip)
- Word (.doc & .docx)

You may upload with a maximum file size of 5 megabytes (MB) per file.

You may attach up to 5 files of 5MB each.
(The system accommodates Word, Excel, PDF, TIF, and WinZip files)
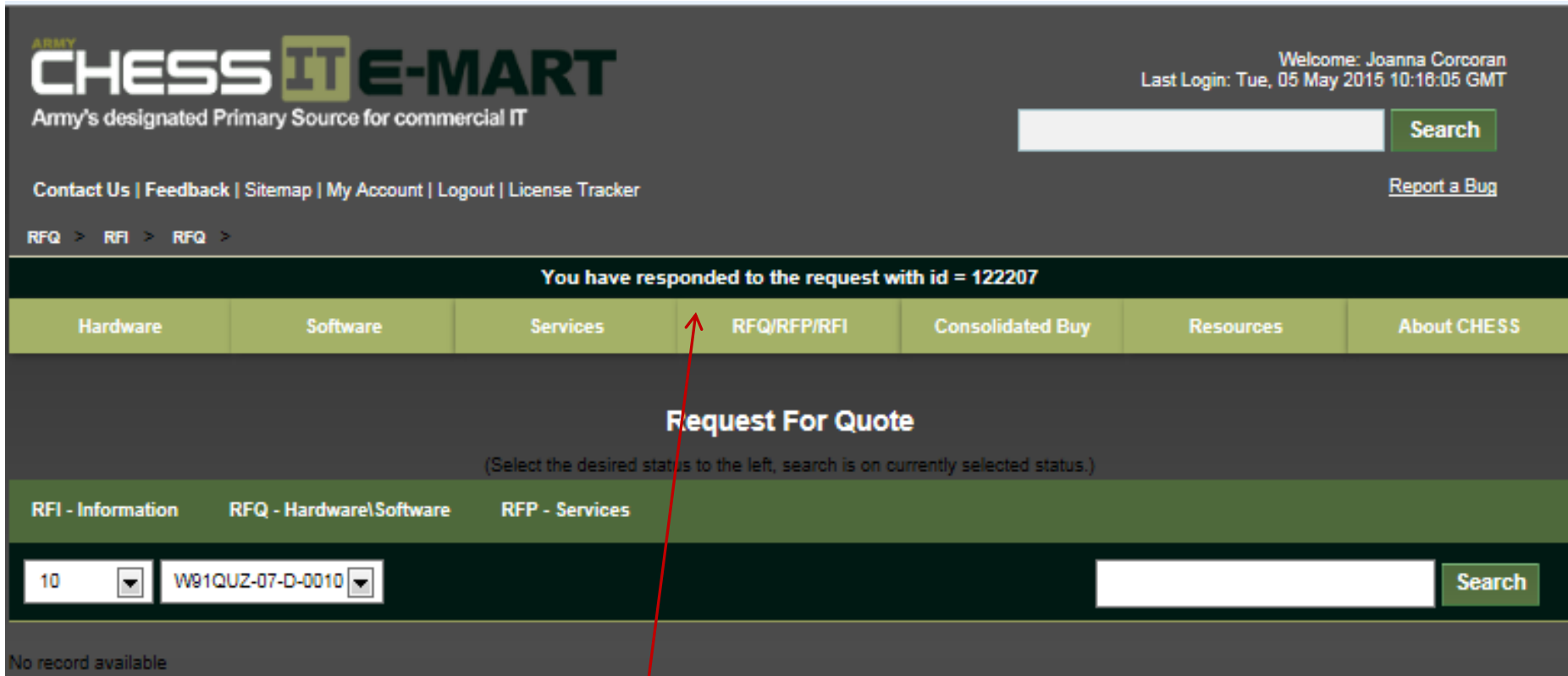
Browse... Clear
Browse... Clear
Browse... Clear
Browse... Clear
Browse... Clear

Respond   Cancel

Vendor clicks "Respond" to submit RFQ response

Vendor Responds to an RFQ

Once a response is submitted the bar at the top of the page will indicate "Responded."

Requestor View
of
RFQ Responses

View RFQ Responses

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | Create | Transfer |

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▼ 1 2196	RFQ Test #3	2015-04-22 11:10	2015-04-29	Open	Amend | Cancel	0/6	☐

Responses - 0 / 6

| ▼ | | | |

t	Vendor	Acknowledged	Responded
0-0006	Dell		
0-0007	IBM		
0-0008	Unicom		
0-0009	CDW-G		
0-0010	Iron Bow		
0-0011	World Wide Technology		

Ensure you are on the "RFQ -Information" Index page when reviewing responses. Expand the RFQ you want to review by clicking the triangles to the left and filter down to see responses.

0/6 indicates number of vendors that have responded.
(Ex: Out of 6 Vendors 0 responded)

Printing an RFQ

Printing an RFQ

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | | | Create | Transfer |

10 ▾ [Search]

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▼ 122196	RFQ Test #3	2015-04-22 11:10	2015-04-29	Open	Amend	Cancel	0/6	☐

▸ Responses - 0 / 6

▸ Version History - 2

▸ Version Response History - 2

Click on the RFQ that you would like to print

Printing an RFQ

Submitting POC   X

Name	Chris Yates	Email	chris.yates@us.army.mil
Phone	1231231234	State	VA
		Zip Code	12345

Product Category	Teleconferencing
Request Name	RFQ Test #3
Description	This is a test.

Program	ITES-2H	Status	Open
Created On	4/22/2015 11:10:13 AM	Reference Number	122196
Acknowledged	No	Last Updated	4/22/2015
Date Acknowledged		Acknowledgment Expected	4/24/2015
Responded	No	Date Responded	
Response Expected	4/27/2015	Customer Required By Date	4/29/2015

Version (Amendments and Transfers)	1

Shipping information

Shipping Mode	CONUS
Multiple shipping addresses	False
Shipping Instructions	This is a test.

Cancel Reason	
Date Cancelled	
Cancel Comment	

Scroll down and Click the "Print" button at the bottom of the page

Print | Create SONA

Transferring an RFQ into a SoNA

RFQ Transfer to SoNA

Request For Quote

(Select the desired status to the left, search is on currently selected status.)

| RFI - Information | RFQ - Hardware\Software | RFP - Services | | | | Create | Transfer |

| | 10 | | | | | | Search |

Ref #	Name	Created	Due	Status	Actions	Responses	Transfer
▼ 122196	RFQ Test #3	2015-04-22 11:10	2015-04-29	Open	**Amend** | **Cancel**	0/6	☐

| ▸ | Responses - 0 / 6 |

| ▸ | Version History - 2 |

| ▸ | Version Response History - 2 |

Click on the RFQ that you would like to turn into a SoNA.

RFQ Transfer to SoNA

Scroll down and
Click the
"Create SONA"
button at the
bottom of the page

RFQ Transfer to SoNA

Statement of Non-Availability

Pending	Completed	Create

Complete the fields below. This will create a Statement of Non-Availability. "Justification" must include rationale for the Reason For Statement of Non-Availability selected from the drop down menu.

Expect a response in 1-3 business days.

Statement of Non-Availability Item

Item Type	Select a category ▼	Vendor	
Manufacturer		Product	
Quantity	0	Total Price (Do not use , or $)	0.00
Submitted RFQ?	⦿ Yes ○ No		
RFQ #	122196		
Request Reason	Select a reason ▼		
Justification			

Proceed to fill in the appropriate fields and click the "Create" button to submit your Statement of Non-Availability (SoNA)

Create

Questions

For information about using the CHESS IT e-mart, contact the CHESS Customer Support Team by email at: armychess@mail.mil or toll free at (888) 232-4405